

Employee Self-Service

Updating your W-2/W-2c Consent and Viewing your W-2/W-2c forms

All employees will have access within Employee Self-Service that will allow the ability to update their W-2/W-2c preferences. As an employee, you may consent to receive an electronic W-2/W-2c version of your Annual W-2/W-2c Federal tax form. If you consent to receiving an electronic copy, it will replace the paper copy that will be mailed out. The electronic W-2/W-2c form is a legally file-able copy for your Federal Tax filings. Once you have consented, you may view, save, or print your W-2/W-2c form.

Important Reminders:

- Employees who have more than four Box 14 items will receive a notice to expect two W-2 Forms. The second form will contain only additional optional reporting information.
- For detailed information on how to understand your W-2/W-2c form, please refer to the annual W-2 Brochures, which can be located on the Comptroller's Website at: <http://www.mass.gov/osc/business-functions/payroll-lcm/tax-information.html>
- If you wish to access a readable text version of your W2 Form with your assistive technology, please select the following PayInfo link: www.mass.gov/payinfo . If you wish to print or save your official W2/W2-c Form, proceed to the View the Current year W-2/W-2c and View a Previous year W-2/W-2c instructions below.
- For PayInfo Log In assistance, please refer to the following website: www.mass.gov/osc/business-functions/payroll-lcm/ . You will arrive at the Payroll and Labor Cost Management page. Press Insert + F7 in order to access the Links List and press the letter P until you hear PayInfo Information and press Enter. You will arrive at the PayInfo Information page, which will provide you with Links that can assist you with logging onto PayInfo. If you have further questions regarding PayInfo access, please contact your Department's PayInfo Administrator.
- Employees of Agencies that utilize the MassHR Employee Service Center should contact the Employee Service Center with W-2/W-2c related questions by calling 1-855-4HR-SPPT (1-855-447-7778) or for TTY users: (617) 248-0546.
- Employees of Agencies that do not use the Employee Service Center should contact their Agency Human Resources or Payroll Department with W-2/W-2c related questions.

Quick Tips:

- These instructions are for users with Auto Forms mode turned on
- For Users who don't use Auto Forms mode, remember you must press Enter while in an Edit field to enter into Forms mode and you must press the + key on the number pad to exit out of Forms mode.

Submit your W-2/W-2c Consent:

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PAYROLL AND COMPENSATION FOLDER link and press ENTER.

Step 4. Press Insert + F7 to access the Links List and press the letter W until you hear the W-2/W-2c CONSENT link and press ENTER. You will arrive at the W-2/W-2c CONSENT Page.

Step 5. Press the letter H to quickly navigate until you hear the W-2/W-2c CONSENT Header and press the DOWN Arrow in order to review all of the information on the page.

Step 6. Continue to press the DOWN Arrow until you hear the Check Box, **Check here to indicate you have read and consent to receive electronic W-2 and W-2c forms** and press the Spacebar to check the check box.

Step 7. Press the TAB key in order to put focus on the SUBMIT button and press ENTER in order to certify your W-2/W-2c Consent selection.

Step 8. Once you have selected the submit button, a message box will inform you that you will be directed to the Verify Identity page and explain how to navigate. Press the Spacebar to activate the OK button in order to continue verification of your identity. Your focus will already be in the Password EDIT box when you arrive on the Verify Identify Page. You will need to verify your identity by typing in your Self-Service password.

Step 9. Press the TAB to put focus on the CONTINUE Button and press Enter. You will arrive at the W-2/W-2c Consent Submit Confirmation Page.

Step 10. Press the letter H to hear the W-2/W-2c Consent header. Press the Down Arrow in order to review the Submit confirmation. Continue to press the Down Arrow to navigate to the OK button and press Enter to confirm your W-2/W-2c Consent submission.

Step 11. Once you have verified your identity, you will return to the W-2/W-2c Consent Page. Press the letter H to hear the W-2/W-2c Consent header. Press the DOWN Arrow until you hear:

- Your Current Status: Consent received.

This confirms that you will receive an electronic W-2/W-2c form.

Step 12. Press Insert + F7 to access the Links List and press the letter S until you hear the SELF SERVICE Folder link and press Enter to return to the Self Service Page once you have completed your W-2/W-2c Consent

Withdraw your W-2/W-2c Consent:

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PAYROLL AND COMPENSATION FOLDER link and press ENTER.

Step 4. Press Insert + F7 to access the Links List and press the letter W until you hear the W-2/W-2c CONSENT link and press ENTER. You will arrive at the W-2/W-2c CONSENT Page.

Step 5. Press the letter H to quickly navigate until you hear the W-2/W-2c CONSENT Header and press the DOWN Arrow in order to review all of the information on the page.

Step 6. Continue to press the DOWN Arrow until you hear the Check Box **Check here to withdraw your consent to receive electronic W-2 and W-2c forms** and press the Spacebar to check the check box.

Step 7. Press the TAB key in order to put focus on the SUBMIT button and press ENTER in order to certify your W-2/W-2c Consent selection.

Step 8. Once you have selected the submit button, a message box will inform you that you will be directed to the Verify Identity page and explain how to navigate. Press the Spacebar to activate the OK button in order to continue verification of your identity. Your focus will already be in the Password EDIT box when you arrive on the Verify

Identify Page. You will need to verify your identity by typing in your Self-Service password.

Step 9. Press the TAB to put focus on the CONTINUE Button and press Enter. You will arrive at the W-2/W-2c Consent Submit Confirmation Page.

Step 10. Press the letter H to hear the W-2/W-2c Consent header. Press the Down Arrow in order to review the Submit confirmation. Continue to press the Down Arrow to navigate to the OK button and press Enter to confirm your W-2/W-2c Consent submission.

Step 11. Once you have verified your identity, you will return to the W-2/W-2c Consent Page. Press the letter H to hear the W-2/W-2c Consent header. Press the DOWN Arrow until you hear:

- Your Current Status: Consent Withdrawn.

This confirms that you will not receive an electronic W-2/W-2c form.

Step 12. Press Insert + F7 to access the Links List and press the letter S until you hear the SELF SERVICE Folder link and press Enter to return to the Self Service Page once you have completed your W-2/W-2c Consent

View the Current year W-2/W-2c:

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PAYROLL AND COMPENSATION FOLDER link and press ENTER.

Step 4. Press Insert + F7 to access the Links List and press the letter V until you hear the VIEW W-2/W-2c FORMS link and press ENTER. Once you have selected the VIEW W-2/W-2c FORMS link, a message box will inform you that you will be directed to the VIEW W-2/W-2c FORMS page and explain how to navigate to review your accessible and non-accessible W2/W2-c form. Please review the message carefully. Press the Spacebar to activate the OK button in order to continue. You will arrive at the VIEW W-2/W-2c FORMS Page, where you will be allowed to review your available W-2/W-2c forms which are presented within the Select Year End Form Table.

Step 5. Press the letter H to quickly navigate until you hear the View W-2/W-2c Forms Header and press the DOWN Arrow in order review all of the information below the

Header. The information below the Header will inform you how to review your accessible W2/W2-c form through the PayInfo website and the non-accessible W2/W2-c form within the Select Year End Table.

Step 6. Press the letter T to quickly navigate to the Select Year End Form Table and press DOWN Arrow in order to hear the Tax Year Row that is available for review. The areas presented in the Select Year End Form Table are the following:

Tax Year: The tax year in which the W-2/W-2c form is completed for, presented in a four-digit year format.

W-2 Reporting Company: Will display COM for the Commonwealth of Massachusetts.

Tax Form ID: Will display either W-2 or W-2c.

Issue Date: The date in which the W-2/W-2c is issued.

Year End Form: A Link that when selected, will display the W-2/W-2c form.

Filing Instructions: The Federal Instructions to an Employee on the backside of a W-2/W-2c form.

Step 7. Press Insert + F7 to access the Links List and press the letter Y until you hear the YEAR END FORM link with the applicable Tax Year that you wish to review and press ENTER. For example, you will hear Year End Form W-2 2012, if you have a 2012 W2 available for review.

Note: Your selected W-2/W-2c form will open in a new internet browser window, please ensure that your pop-up blocker setting is turned off in order to access the electronic W-2/W-2c Form.

Step 8. On the internet browser window, press the ALT key to access the File Menu. Press the DOWN Arrow, until you hear the Save option or the Print option and press Enter to activate your selection. Press ALT + F4 to exit out of the internet browser window once complete.

Step 9. Once you have returned to the Self Service page, press Insert + F7 to access the Links List and press the letter R until you hear the RETURN TO SELF SERVICE link and press Enter in once you have completed printing or saving your W-2/W-2c Tax Information.

View a Previous year W-2/W-2c:

Please note: Employee Self-Service currently contains the previous year's 2012 W2 forms and any subsequent years. If you received a hard copy previously for 2012, it will be available online at this time. If you wish to print or save your previous year's W2/W2-c Form, proceed to the instructions below. If you wish to access a readable text version of your previous year's W2 Form with your assistive technology, please select the following PayInfo link: www.mass.gov/payinfo.

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PAYROLL AND COMPENSATION FOLDER link and press ENTER.

Step 4. Press Insert + F7 to access the Links List and press the letter V until you hear the VIEW W-2/W-2c FORMS link and press ENTER. Once you have selected the VIEW W-2/W-2c FORMS link, a message box will inform you that you will be directed to the VIEW W-2/W-2c FORMS page and explain how to navigate to review your accessible and non- accessible W2/W2-c form. Please review the message carefully. Press the Spacebar to activate the OK button in order to continue. You will arrive at the VIEW W-2/W-2c FORMS Page, where you will be allowed to review your available W-2/W-2c forms which are presented within the Select Year End Form Table.

Step 5. Press Insert + F7 to access the Links List and press the letter V until you hear the VIEW A DIFFERENT TAX YEAR link and press ENTER. You will arrive at another VIEW W-2/W-2c FORMS Page, where you will be allowed to review your previous tax year's W-2/W-2c forms that are presented within the Select Year End Form Table.

Step 6. Press Insert + F7 to access the Links List and press the number two until you hear the Tax Year of the W-2/W-2c that you wish to review and press ENTER. For example, you will hear 2011, if you have a 2011 W2/W2-c available for review. Once you have selected the Tax Year link you wish to review, a message box will again inform you that you will be directed to the VIEW W-2/W-2c FORMS page and explain how to navigate to review your accessible and non- accessible W2/W2-c form. Please review the message carefully. Press the Spacebar to activate the OK button in order to continue. You will arrive at the VIEW W-2/W-2c FORMS Page for the different tax year you selected, where you will be allowed to review your available W-2/W-2c forms which are presented within the Select Year End Form Table.

Step 7. Press the letter H to quickly navigate until you hear the View W-2/W-2c Forms Header and press the DOWN Arrow in order review all of the information below the Header. The information below the Header will inform you how to review your accessible W2/W2-c form through the PayInfo website and the non- accessible W2/W2-c form within the Select Year End Table.

Step 8. Press the letter T to quickly navigate to the Select Year End Form Table and press DOWN Arrow in order to hear the Tax Year Row that is available for review. The areas presented in the Select Year End Form Table are the following:

Tax Year: The tax year in which the W-2/W-2c form is completed for, presented in a four-digit year format.

W-2 Reporting Company: Will display COM for the Commonwealth of Massachusetts.

Tax Form ID: Will display either W-2 or W-2c.

Issue Date: The date in which the W-2/W-2c is issued.

Year End Form: A Link that when selected, will display the W-2/W-2c form.

Filing Instructions: The Federal Instructions to an Employee on the backside of a W-2/W-2c form.

Step 9. Press Insert + F7 to access the Links List and press the letter Y until you hear the YEAR END FORM link with the applicable Tax Year that you wish to review and press ENTER. For example, you will hear Year End Form W-2 2011, if you have a 2011 W2 available for review.

Note: Your selected W-2/W-2c form will open in a new internet browser window, please ensure that your pop-up blocker setting is turned off in order to access the electronic W-2/W-2c Form.

Step 10. On the internet browser window, press the ALT key to access the File Menu. Press the DOWN Arrow, until you hear the Save option or the Print option and press Enter to activate your selection. Press ALT + F4 to exit out of the internet browser window once complete.

Step 11. Once you have returned to the Self Service page, press Insert + F7 to access the Links List and press the letter R until you hear the RETURN TO SELF SERVICE link and press Enter in once you have completed printing or saving your W-2/W-2c Tax Information.